



## King County

**PROJECT / PROGRAM MANAGER III  
DEPARTMENT OF NATURAL RESOURCES AND PARKS  
PARKS AND RECREATION DIVISION**

**Annual Salary Range: \$59,164 – 74,995**

**Job Announcement: 04PB4677**

**OPEN: 10/20/04**

**CLOSE: 10/29/04**

**WHO MAY APPLY:** This position is open to King County internal candidates and the general public. Consideration will be given in the order listed.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Parks Human Resources, Attn: Project/Program Manager III Recruitment, P.O. Box 3517, Redmond WA 98073 or fax to 206.205.5434 (we are not responsible for incomplete fax transmissions).** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE**

**NOTE: Applications** not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** [King County Application](#), resume, supplemental essay detailing how your background and accomplishments match each one of the primary job duties and job qualifications as they are described in this announcement.

**WORK LOCATION:** King Street Center Bldg., 201 South Jackson, Suite 700, Seattle, WA 98104.

**WORK SCHEDULE:** This full-time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The 40-hour workweek is Monday through Friday.

**POSITION DESCRIPTION:** This position shall serve as the Regional Trails System Coordinator for King County Parks. This position shall be the primary lead in regard to the following issues related to trails: planning, policy development, capital project oversight (acquisition, development), interagency/interjurisdictional communication, and grant applications.

**PRIMARY JOB DUTIES INCLUDE:**

- Implementation of the King County Regional Trails Plan to include vision, role, identification of standards and location of facilities
- Act as project lead for assigned projects from conception to completion
- Review of all trail development plans for regional trail construction or renovation
- Identify key acquisitions necessary to address trail corridors identified in the Regional Trails Plan as well missing links within specific existing trails.
- Coordinate with Washington State Interagency Committee for Outdoor Recreation on necessary trail conversions as identified within King County Parks
- Represent the Parks Division and King County in community hearings and public meetings on all issues related to regional trails within King County
- Prepare and submit state and federal grant applications for trail acquisition and trail development funding
- Coordinate with other jurisdictions and land preservation agencies to coordinate a regional vision of trails

- Work closely with trail constituent groups (pedestrian, equestrian, bicyclists) to address issues, concerns and opportunities in regard to regional trails
- Provide technical support for negotiation of interagency or interlocal agreements addressing trail related issues

**QUALIFICATIONS:** Educational requirements and prior experience:

- Bachelor's degree in Planning, Architecture, Landscape Architecture, or related field or the equivalent combination of education and experience.
- At least 5 years demonstrated experience managing short and long term planning and construction projects
- Experience in development of policy and procedures
- Demonstrated knowledge of design and construction principles and practices, cost estimating and scheduling as well as local, state, and federal permitting requirements
- Knowledge of park and recreational facility standards to include trail design and development for soft and hard surface trails
- Detailed knowledge of how to read and critique architectural plans, constructions drawings
- Skill in verbal and written communication and formal group presentation
- Strong customer service skills and ability to work in a team environment
- Familiarity with requirements and processes of acquiring land for trail purposes
- Skill in problem solving, conflict resolution, and developing consensus on projects and planning efforts
- Knowledge of Word for Windows, Access, Excel, E-mail and the Internet.

**NECESSARY SPECIAL REQUIREMENTS:** At the time of appointment the selected candidate must possess a valid Washington State driver's license or the ability to travel throughout King County in a timely manner. Candidates must pass a pre-employment background check.

**Class Code: 2441300**